



DEPARTMENT OF THE AIR FORCE
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

B6 28.97

MEMORANDUM FOR SEE DISTRIBUTION LIST

20 MAY 1997

FROM: WR-ALC/PKP

SUBJECT: Defense Accounting Office Consolidation, Transfer Robins AFB,
to Dayton, Ohio

1. The workload of the Defense Accounting Office (DAO)- Robins AFB is scheduled for transfer to the Defense Finance and Accounting Service - Dayton (DFAS-DY), Operating Locating (OPLOC) at Dayton, Ohio. The transfer is scheduled to be completed by 01 Jun 97 and it will have an impact on open purchase orders/contracts that cite DFAS-Columbus or DAO Robins AFB as the paying office and purchase orders/contracts awarded on or after 01 Jun 97 that cite DFAS-Columbus or OPLOC Dayton as the paying office.

2. The impact on the open purchase orders/contracts that cite DFAS-Columbus as the paying office will be minimal. You will not be required to change Section G-1 on open purchase orders/contracts awarded prior to 01 Jun 97 except when a contract modification is required for some other reason. When a contract modification is required, you will be required to change the Accounting and Disbursing Station Number(DSN) from: 503300 to: 503000. DSN 503000 will be required on purchase orders/contracts awarded on or after 01 Jun 97 that cite DFAS-Columbus as the paying office.

3. Contracting Officers will be required to provide WR-ALC/FMFA a copy of all purchase orders/contracts that were previously paid by DAO-Robins but the paying office changes to OPLOC-Dayton. WR-ALC/FMFA will in-turn forward copies of the contracts to OPLOC-DAYTON. A transmittal letter to OPLOC-Dayton must accompany a copy of the purchase orders/contracts submitted to WR-ALC/FMFA. C,D,G, and H type contracts may be consolidated on the same transmittal letter and A,F,M, and P type contracts may be consolidated on the same transmittal letter.

4. The impact on the open purchase orders/contracts that cite DAO Robins AFB as the paying office will be greater. You will be required to issue a contract modification that changes the DSN as cited in paragraph two above and changes the paying office From: DAO Robins AFB

To: DFAS-DY/FP
1050 Forrer Blvd
Dayton, OH 45420-1472

5 The modifications that incorporate the changes addressed in paragraph four above must be executed and a copy of the modification sent to DAO Accounts Payable Section prior to 24 May 97. This is necessary to accomplish prior to transfer of payment files to OPLOC-Dayton.

6. We are aware of one other requirement that must be accomplished on contracts that change from DAO Robins to OPLOC-Dayton. If payment disbursements are currently paid direct to the contractor, the contractor must be advised that OPLOC-Dayton will only make payments to a Electronic Funds

70-41, Atch 97-12D (FAR 42)

Post to FAR 42.205 by circling the reference and noting in the margin: "See 70-41, Atch 97-12D which transfers Robins AFB Defense Accounting Office to Dayton, Ohio." Then file the atch behind the sups to FAR 42.

Transfer(EFT) account. Therefore, the contractor will be required to provide an EFT account number that must be forwarded to OPLOC-Dayton.

7. We also have categories of contracts that will require the changes discussed above and the contractors will still be required to submit the invoices to WR-ALC/FMFA. These are service contracts(construction, maintenance/repair for computers, installation work, etc.) Your modifications should inform contractors of this requirement if not already cited in the contract. Attached for your information is WR-ALC/FMFA instructions entitled "Service Certificates and Service Contracts" which addresses the above requirement.

8. Purchase orders/contracts awarded on or after 01 Jun 97 that cite OPLOC-Dayton as the paying office must cite the DSN listed in paragraph two above and contractors must provide an EFT account number as discussed in paragraph six above. We apologize for the short notification; however, we were late receiving the final information concerning the move of DAO Robins to Dayton. Your best efforts to accomplish the modifications before 24 May 97 is requested.

9. The point of contact is Terry Rutherford, WR-ALC/PKPB extension 69001.

ORIGINAL SIGNED BY:

JAMES B. GRANT
Chief, Contract Policy and
Competition Advocate Division
Directorate of Contracting

2 Attachments:

1. Service Certificates and Service Contracts
2. WR-ALC/FMFA Policy Summary

DISTRIBUTION LIST:

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SERVICE CERTIFICATES AND SERVICE CONTRACTS

- All invoices will be mailed directly to the Dayton OPLOC for payment EXCEPT Service Contracts (examples are construction contracts, maintenance/repair for computers, installation work, etc.)
 - The contractor/vendor will send the invoice for service contracts to Contracting or office designated by Contracting
 - Contracting/designee will clock-in the invoice (this starts the clock for potential interest penalty payments)
 - Contracting/designee will forward a Service Certificate to the receiver of the service
- Services performed locally must be validated by the receiver of the service
 - Receiver of the service will sign and date a Service Certificate and return a copy to either Contracting or designated office
 - Contracting/designee will match the Service Certificate to the Invoice and hand carry to FMFA
 - FMFA will Federal Express the Service Certificate and Invoice to the OPLOC for payment
- The Dayton OPLOC must have a minimum of seven days to make the payment or the Center will risk an interest penalty payment
 - Interest penalties will be tracked locally and by DFAS to determine cause and culprit
 - Interest Payment Penalties are an AFMC metric reported through ALC/CC
- Interest penalties occur if the payment to the vendor is not made within the terms of the contract
 - Interest payments are charged against current base-level O&M funds
 - Timely validation of services is critical to minimize interest penalties

POLICY ON STATION NUMBER CHANGES/PAYING STATION CHANGES

503300 changes to 503000 effective 1 June 97

Prime contracts—DFAS-Columbus is the paying station

- station number in the accounting classification stays 'as is' on all contracts issued through

31 May 97

- all new contracts/BOAs issued after 1 Jun 97 will have the new station number in the accounting classification (this also applies to any new action against an existing contract)

- amendments will reflect the new fund cite; therefore the amendment will have two actions 1) change to the station number and 2) the new action for which the amendment was necessary

- Contracts which Columbus is the paying station, but Dayton OPLOC is the accountable station, must have a copy of the contract come to ALC/FMFA to be forwarded to Dayton OPLOC (FMFA will Fed Ex to Dayton in daily runs)

- TRANSMITTALS:

- C,D,G,H contracts can be listed on the same transmittal

- Forward to ALC/FMFA (processed by DFAS-DY/FPA)

- F, M, P contracts can be listed on the same transmittal

- Forward to ALC/FMFA (processed by DFAS-DY/FPB)

Base Contracts—Robins DAC previously paid these contracts, will be paid by Dayton OPLOC effective 1 Jun 97

- station number in the accounting classification stays 'as is' on all contracts issued through 31 May 97

- all new contracts issued after 1 Jun 97 will reflect the new station number in the accounting classification (this also applies to any new action against an existing contract)

- MODs or letters on open contracts to change the paying station must be done before 24 May 97;

- may want to change the station number in the accounting classification at the same time

- TRANSMITTALS:

- C,D,G,H contracts can be listed on the same transmittal

- Forward to ALC/FMFA (processed by DFAS-DY/FPA)

- F, M, P contracts can be listed on the same transmittal

- Forward to ALC/FMFA (processed by DFAS-DY/FPB)